

CIA RECORDS MANAGEMENT BOARD

23 August 1968

RECORDS PURGE

GUIDANCE FOR OPERATING OFFICES

Introduction

The Agency Records Center is full. All Offices are requested to review their records stored at the Center in order to dispose of all unnecessary materials as well as to adopt procedural and technological improvements to reduce the volume. Our objective is an overall reduction of 50%.

Some office records do not have a definite disposal date. Others should be considered for disposal earlier than now designated.

To assist the Board in this purge each Office Head was requested to appoint responsible officers with authority to review the retired office records at the Center.

A report is required in 30 days on the initial actions taken and the plans being developed for each Office on this matter. The Records Board is to report quarterly on the progress of this Purge.

Initial Report:

The following information should be included in the initial report:

1. Name and position of officer(s) in your component responsible for the records purge and follow-on procedural improvements.
2. Nature and scope of your purge plan and elements of the plan accomplished during this initial reporting period.
3. Survey results within this reporting period, including specification of records, by type and volume, which have been earmarked (even if tentatively) as candidates for possible destruction.
4. Your work schedule for proceeding with the purge.
5. Other comments (e.g., microfilming plans, change in records creation and duplication procedures, etc.)

Reports to the Executive Director-Comptroller concerning this purge should be routed through the Records Management Board at 502 Magazine Building.

The initial reports from Offices to the Directorates are due by 10 September. Directorate and Independent Office reports are due in the Board by 20 September.

The Board's Report to the Executive Director-Comptroller is due 30 September.